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DDA 85-0060/21  
31 May 1985

DD/A REGISTRY

FILE: 100 - 15-

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 31 May 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. During the weeks of 13 May and 20 May, the first team of itinerant language examiners from the Office of Training and Education's (OTE) Language Training Division tested 40 officers in French and Spanish

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d. This week the Agency received approval from the Office of Management and Budget for a revised SIS ceiling of [ ] an increase of [ ] ceiling for FY 1985. Although we did not receive the total increase of ceiling that we desired, we intend to request a further increase in SIS ceiling for FY 1986. The Office of Personnel (OP) is moving quickly to ensure that the positions are distributed in time for the July promotion exercise.

e. OP has successfully negotiated with Mutual of Omaha to provide employees under the Association Benefit Plan a youth conversion hospitalization policy which we believe is far superior to our current conversion policy. It is anticipated that the new policy will become effective 1 January 1986 and will cover Agency employees' dependents who are under their parent's plan, single, and at least age 22 but less than 27. If the dependents marry after conversion, coverage cannot be extended to the spouse or dependent children. All administration, including billing and settlement of claims, will be conducted by Insurance Operations Division/OP in order to protect the cover status of employees.

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f. The May 1985 Employee Activity Association's/OP (EAA) publication of The Update has generated an enormous number of responses and inquiries from Agency employees. Employees have volunteered to be EAA representatives for [ ] locations; and instructors for the Rifle and Pistol, Yoga, and Tennis Clubs. Inquiries concerning the United Buyers Service have been overwhelming; and, as a result, catalogs will now be placed in the larger outlying Agency buildings. This publication serves as a good example of the philosophy that if we "get the message out" employees will respond as they are eager to learn about available benefits and services.

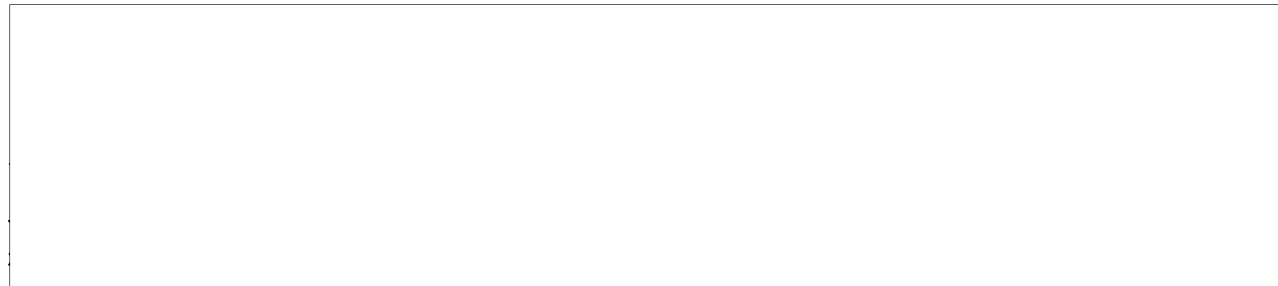
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h. The project to install new chilled water risers and valves in the Headquarters Building was completed over the Memorial Day weekend. The contract, in the amount of \$293,000, provides additional chilled water capacity to facilitate expansion of computer and other special use centers in the building. Central computer and communications operations were kept operational during the outage using backup chillers. The outage involved 124 Agency and contractor personnel and a total of 3,745 man hours.

i. The three contractors on site at the new Headquarters Building have informed the Office of Logistics (OL) that no deliveries from Virginia Concrete Company will be received during the week of 27 May. Whether or not this will continue next week is unknown. This has impacted on the scheduled 95-cubic-yard pour of the north wall for the new building, the architectural concrete work for stairways and bridges at the parking deck, and curb and sidewalk work throughout the construction area.

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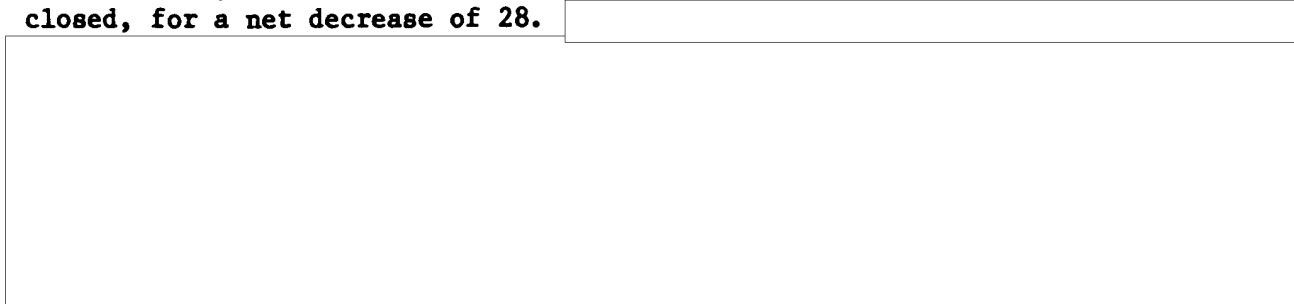
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n. The information request backlog for the Information and Privacy Division of the Office of Information Services for this reporting period is down to 2352; there were 38 new cases logged in, but there were 66 cases closed, for a net decrease of 28.

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3. Significant activities anticipated during the coming week:

a. On Monday, 3 June, the DDA will address the Industrial Security Seminar, hosted by the Office of Security.

b. On Tuesday, 4 June, the DDA will attend the National War College 1985 Graduation Class ceremonies at Ft. McNair.

c. On Wednesday evening, 5 June, the DDA will address the Mid Career Course

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d. On Thursday, 6 June, the DDA will attend a NAPA Reception in Washington for Ray Kline.

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Harry E. Fitzwater

25X1 DDA/MS: [REDACTED]: 31 May 85: [REDACTED]  
Orig - DCI  
1 - DDCI  
1 - EXDIR  
25X1 1 - OLL [REDACTED]  
1 - Ea. DA OD (via AIM/Wang)  
1 - SSA/DDA  
1 - DDA/CMS  
1 - DDA/MS  
1 - DDA/EE0  
1 - DDA Subj  
1 - HEF Chrono  
1 - EO Subj